
COUNTY PLANS

Counties with Indian outreach workers (IOWs) must develop an annual business plan prepared jointly by the supervisor, IOW and local tribe(s) after reviewing Indian needs in the local county and local program objectives. This plan must be included in the county business plan and the local office plan must specify the use of IOWs as a means of service delivery in meeting local objectives.

The annual business plan must be sent to the Michigan Department of Health and Human Services (MDHHS), Office of Native American Affairs (NAA) in central office by October 1 of each new fiscal year.

County Plan Organization

An annual Indian Outreach Services (IOS) plan should minimally include the following:

- Mission.
- Scope of Services.
- Annual Goals.
- Benchmarks.
- Outputs.
- Expected Outcomes.
- Signatures/dates from county director, Indian outreach worker (IOW), Indian outreach supervisor, & tribal representatives.

Plans should encompass fiscal year cycle of October 1 – September 30 annually; see IOS Business Plan template.

REPORTS

Monthly IOS reports should be sent to IOS supervisors and director of Native American Affairs (NAA) by the 15th of each month.

IOWs should utilize the monthly report template; see IOS Monthly Report Template.

IOS Supervisors and NAA may access Bridges and MISACWIS reports for further case specific resources.